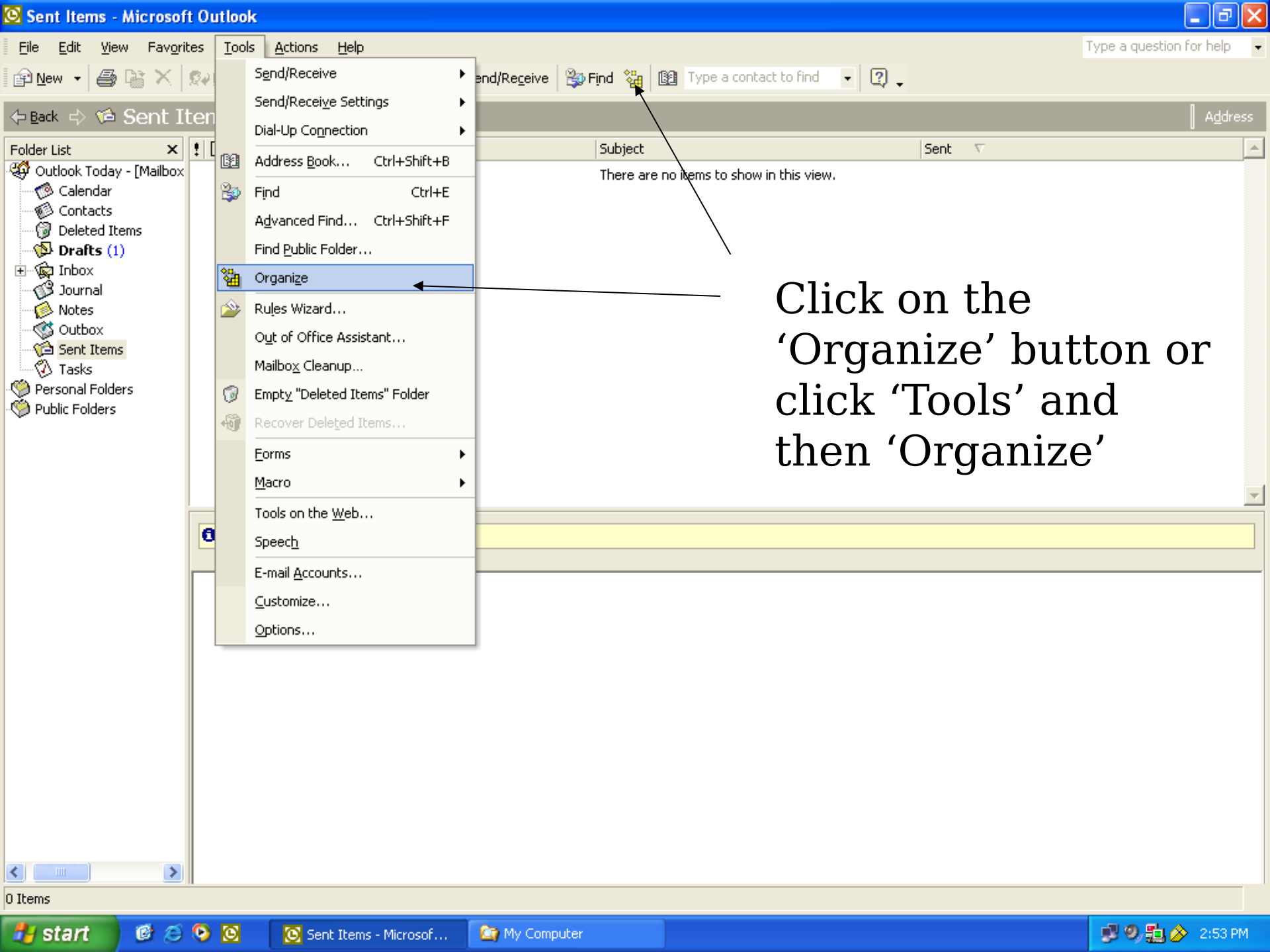
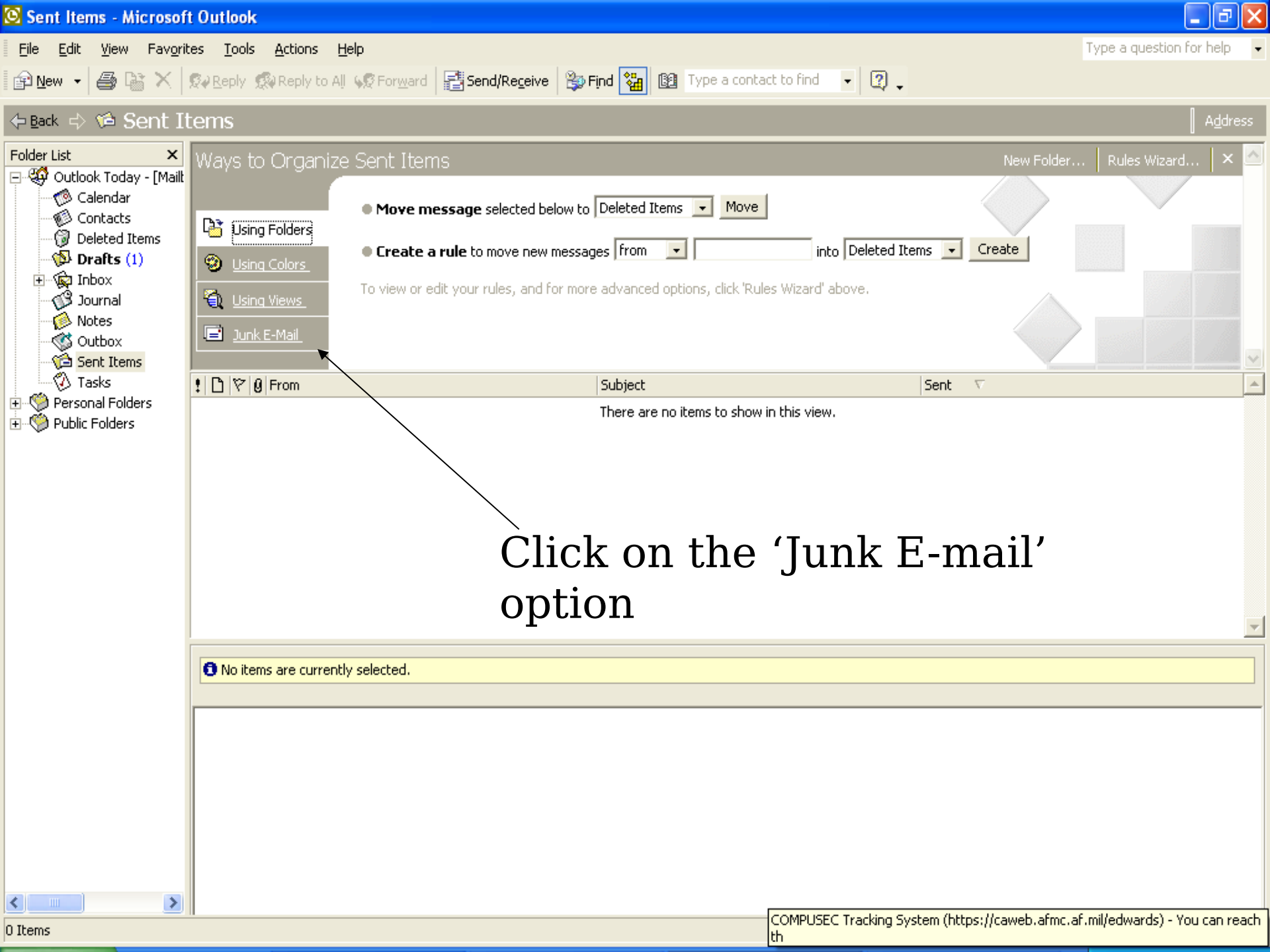
SPAM

- More occurrences being reported
- How to prevent SPAM
  - Avoid using your email address as an option to be contacted
- Cannot be blocked
- How to keep it from your Inbox – use the following instructions


Sent Items - Microsoft Outlook
File Edit View Favorites Tools Actions Help
Type a question for help
New
Find
Type a contact to find
Back
Address
Folder List
Outlook Today - [Mailbox
Calendar
Contacts
Deleted Items
Drafts (1)
Inbox
Journal
Notes
Outbox
Sent Items
Tasks
Personal Folders
Public Folders
Subject
Sent
There are no items to show in this view.
Send/Receive
Send/Receive Settings
Dial-Up Connection
Address Book... Ctrl+Shift+B
Find Ctrl+E
Advanced Find... Ctrl+Shift+F
Find Public Folder...
Organize
Rules Wizard...
Out of Office Assistant...
Mailbox Cleanup...
Empty "Deleted Items" Folder
Recover Deleted Items...
Forms
Macro
Tools on the Web...
Speech
E-mail Accounts...
Customize...
Options...
Click on the 'Organize' button or click 'Tools' and then 'Organize'
0 Items
start
Sent Items - Microsof...
My Computer
2:53 PM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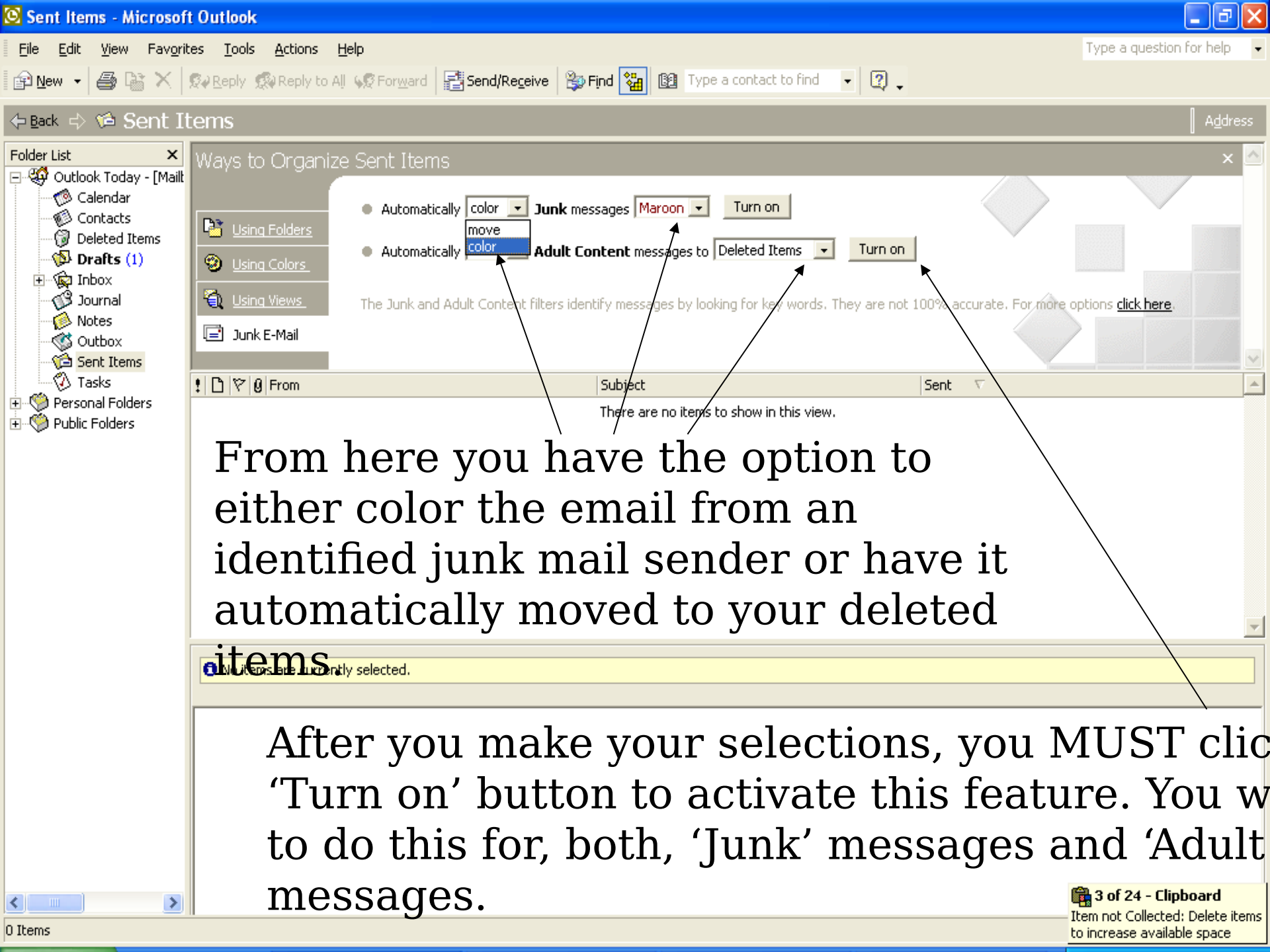
Sent Items
Tasks
Personal Folders
Public Folders
Ways to Organize Sent Items
New Folder... Rules Wizard...
Using Folders
Using Colors
Using Views
Junk E-Mail
Move message selected below to Deleted Items Move
Create a rule to move new messages from into Deleted Items Create
To view or edit your rules, and for more advanced options, click 'Rules Wizard' above.
From Subject Sent
There are no items to show in this view.
No items are currently selected.
0 Items
COMPUSEC Tracking System (https://caweb.afmc.af.mil/edwards) - You can reach th

Click on the ‘Junk E-mail’ option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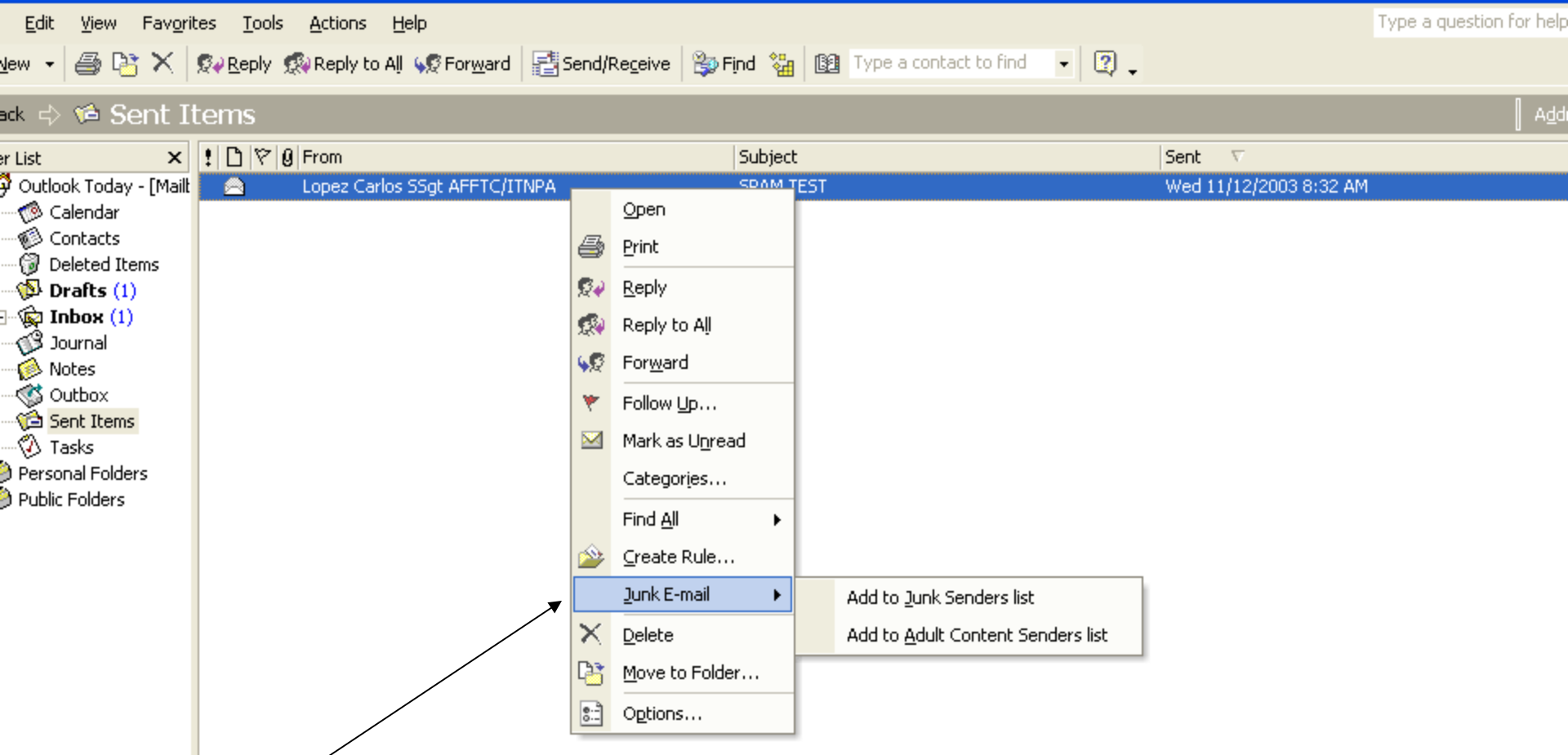
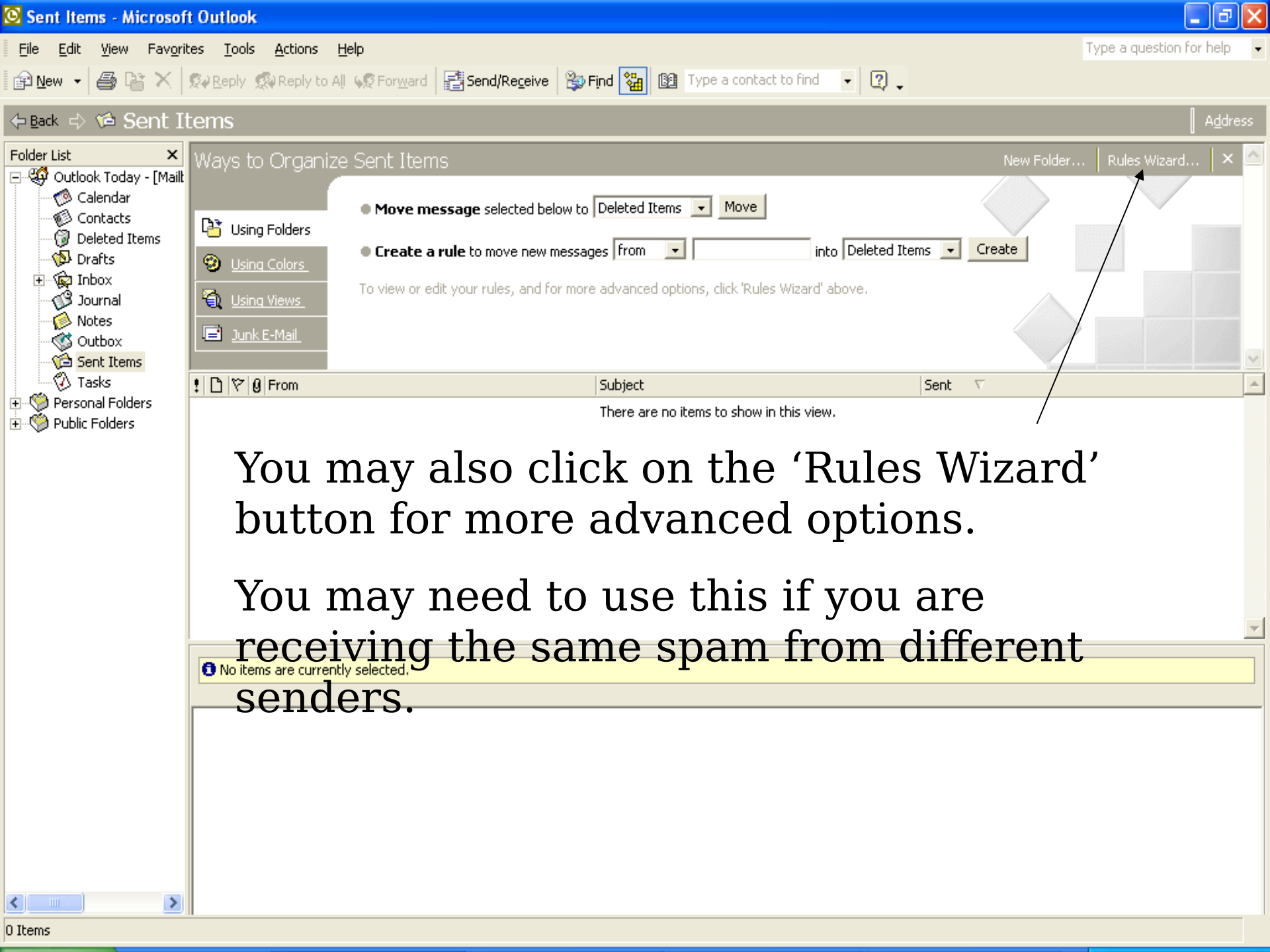
Ways to Organize Sent Items
Using Folders
Using Colors
Using Views
Junk E-Mail
Automatically color Junk messages Maroon Turn on
move
color
Automatically Adult Content messages to Deleted Items Turn on
The Junk and Adult Content filters identify messages by looking for key words. They are not 100% accurate. For more options click here.
From
Subject
Sent
There are no items to show in this view.
No items are currently selected.
From here you have the option to either color the email from an identified junk mail sender or have it automatically moved to your deleted items.
After you make your selections, you MUST clic
‘Turn on’ button to activate this feature. You w
to do this for, both, ‘Junk’ messages and ‘Adult
messages.
0 Items
3 of 24 - Clipboard
Item not Collected: Delete items to increase available space



To individually add new users to the Junk E-mail list, right click on the email that he/she has sent. Then click on ‘Junk E-mail’ and select the appropriate option. Remember, the option must be turned on.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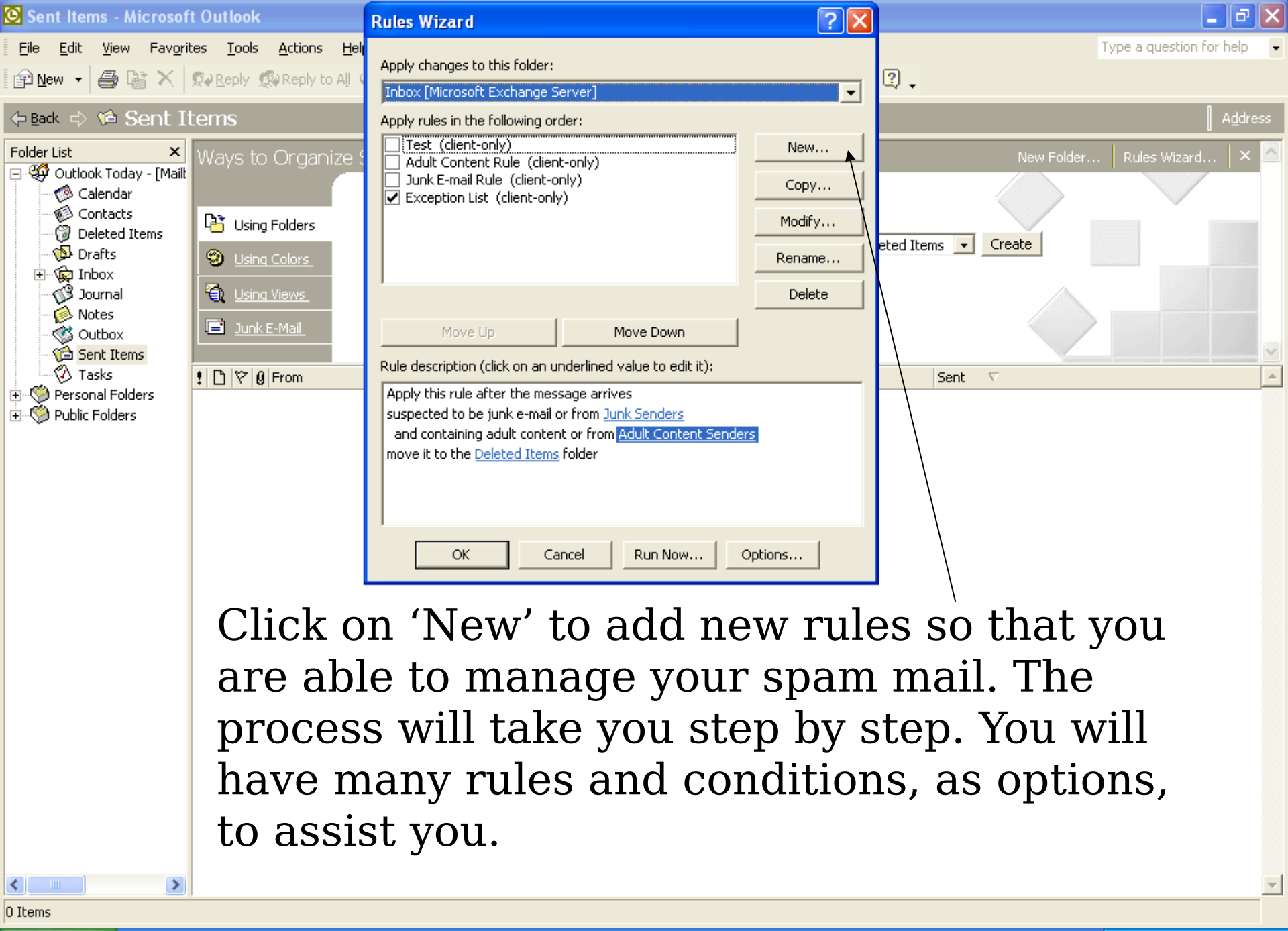
Move message selected below to Deleted Items Move
Create a rule to move new messages from into Deleted Items Create
To view or edit your rules, and for more advanced options, click 'Rules Wizard' above.
From Subject Sent
There are no items to show in this view.
No items are currently selected.
0 Items

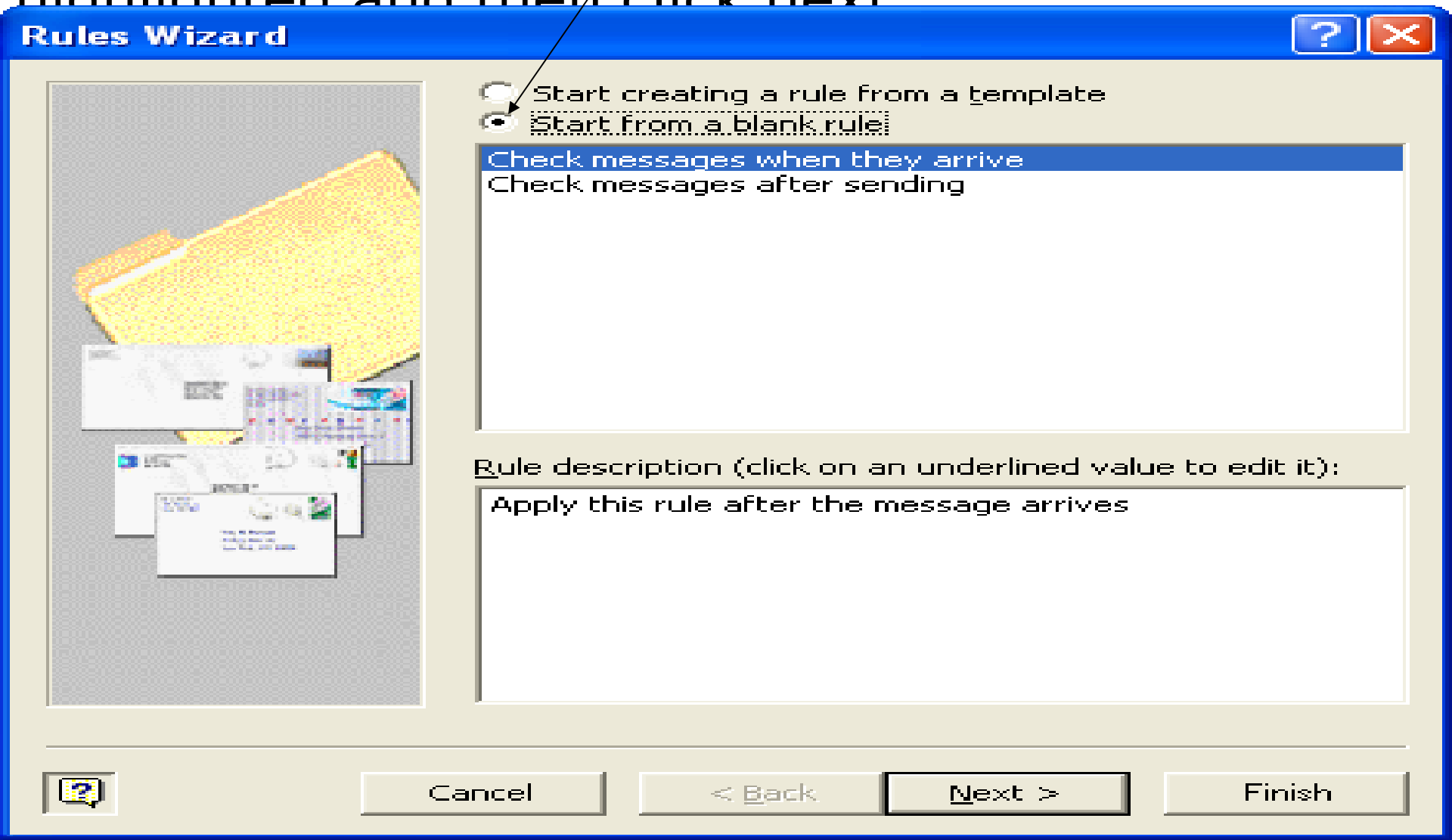
You may also click on the ‘Rules Wizard’ button for more advanced options.

You may need to use this if you are receiving the same spam from different senders.

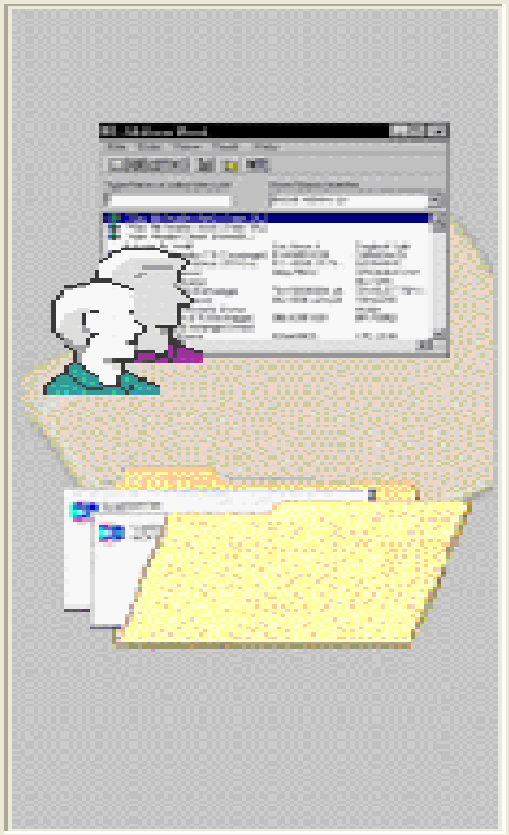


Click on ‘New’ to add new rules so that you are able to manage your spam mail. The process will take you step by step. You will have many rules and conditions, as options, to assist you.

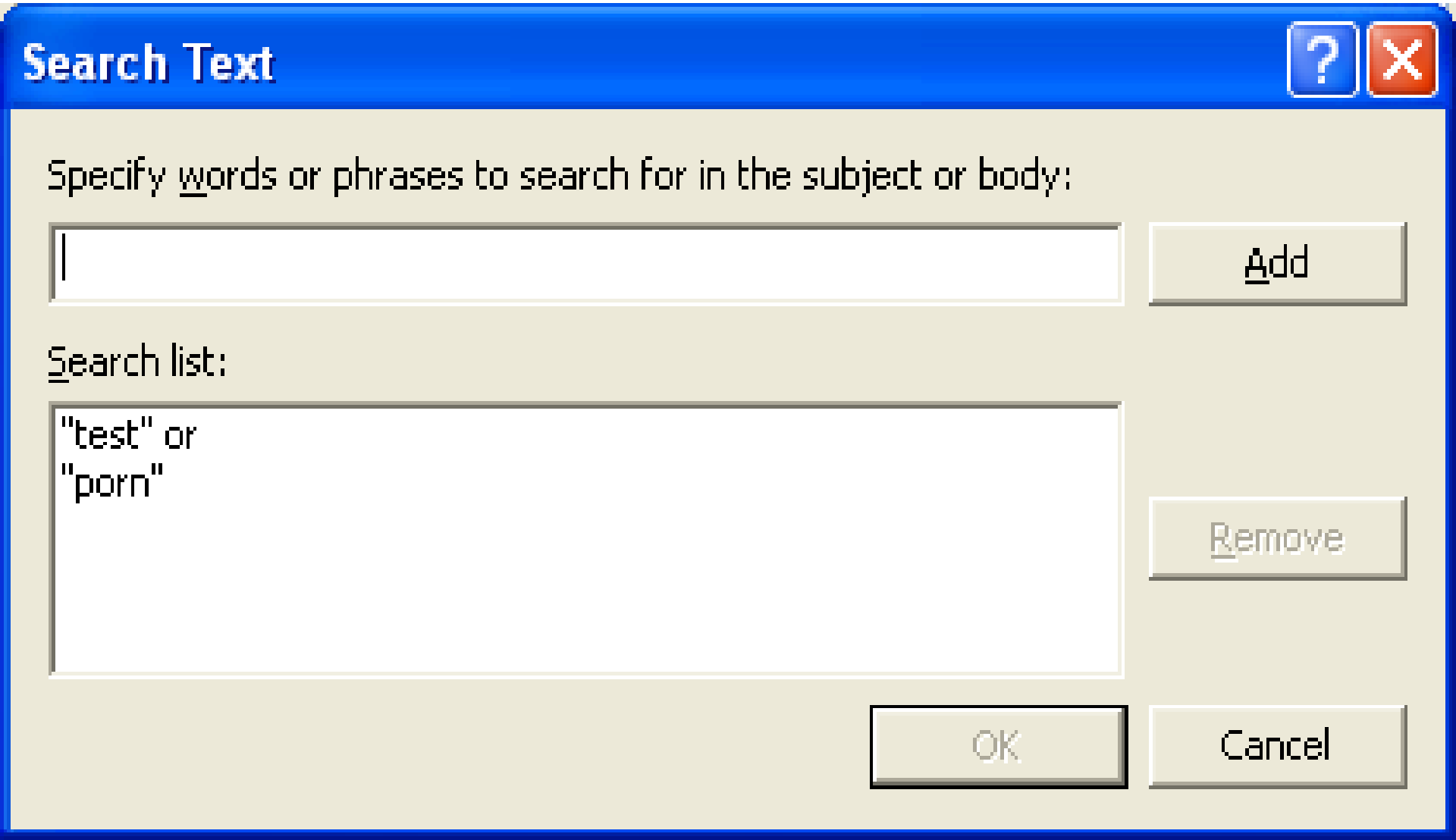
Start by clicking on the '**Start from blank rule**' option. Make sure the 'Check messages when they arrive' option is highlighted and then click next


Rules Wizard
Start creating a rule from a template
Start from a blank rule
Check messages when they arrive
Check messages after sending
Rule description (click on an underlined value to edit it):
Apply this rule after the message arrives
Cancel
< Back
Next >
Finish

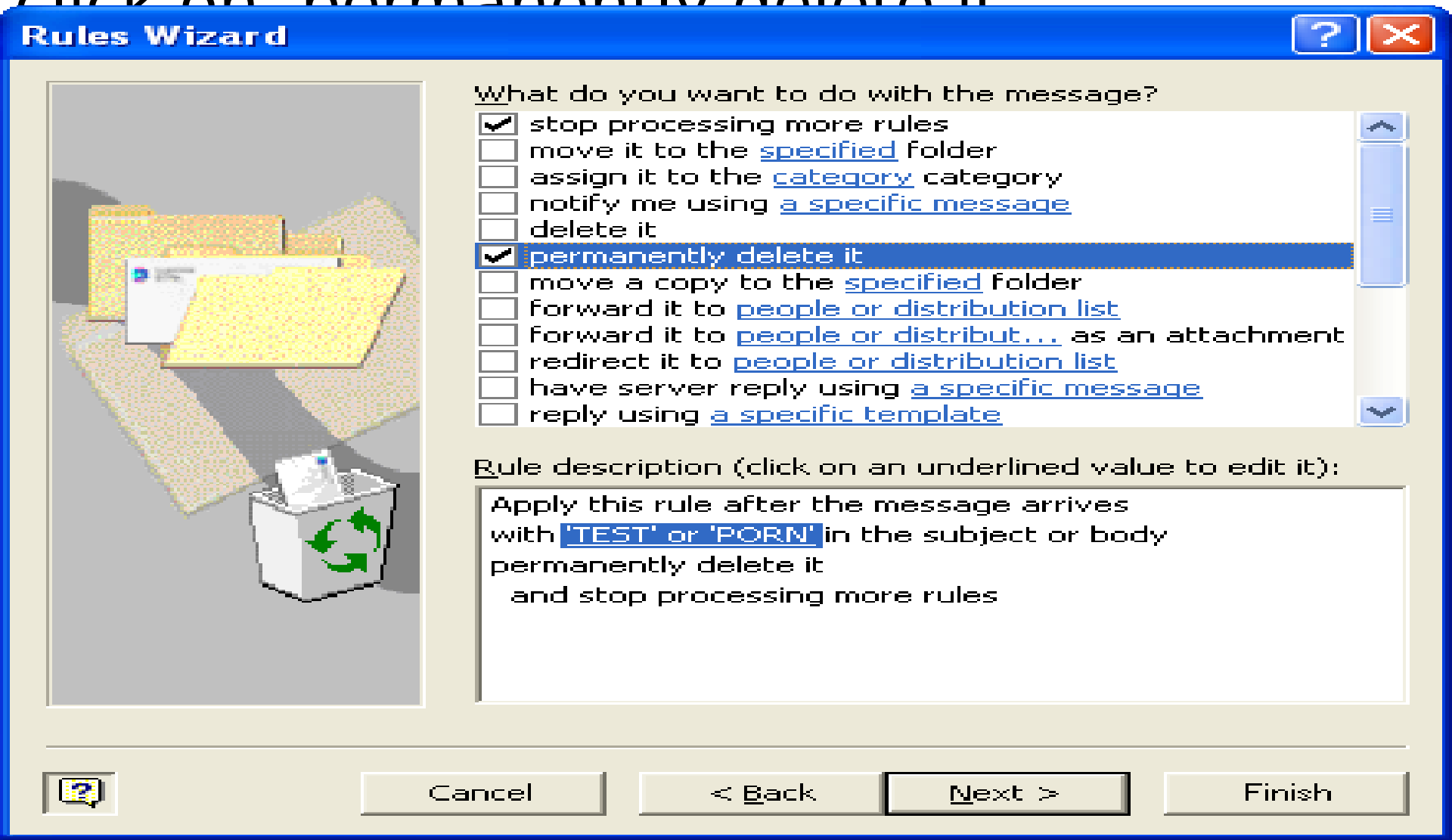
Select the conditions that you would like to add to your rule. It would probably work out best if you select the one that is checked below, but you are free to manage your mail as you wish. Once it is checked, you must click on specified words in the 'Rule description' box and it will take you to another window. This option will help you filter email with specific words in the subject


Rules Wizard
Which condition(s) do you want to check?
marked as importance
marked as sensitivity
flagged for action
where my name is in the Cc box
where my name is in the To or Cc box
where my name is not in the To box
sent to people or distribution list
with specific words in the body
with specific words in the subject or body
with specific words in the message header
with specific words in the recipient's address
with specific words in the sender's address
Rule description (click on an underlined value to edit it):
Apply this rule after the message arrives
with specific words in the subject or body
Cancel
< Back
Next >
Finish

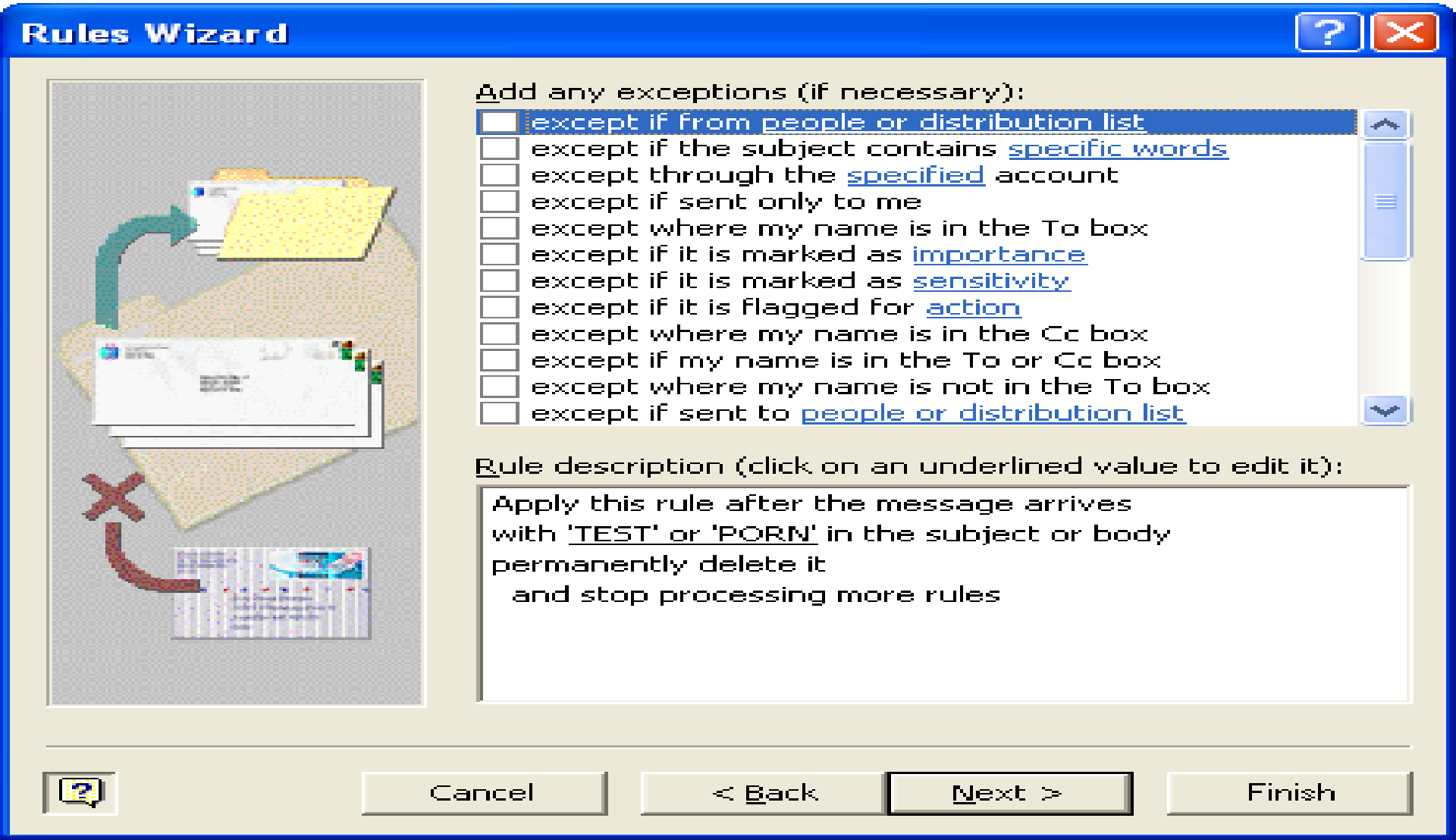
Depending on what is stated in the email, you can add any words or phrases that are included in the spam that you receive. You must add them one at a time. Click OK when you are done.



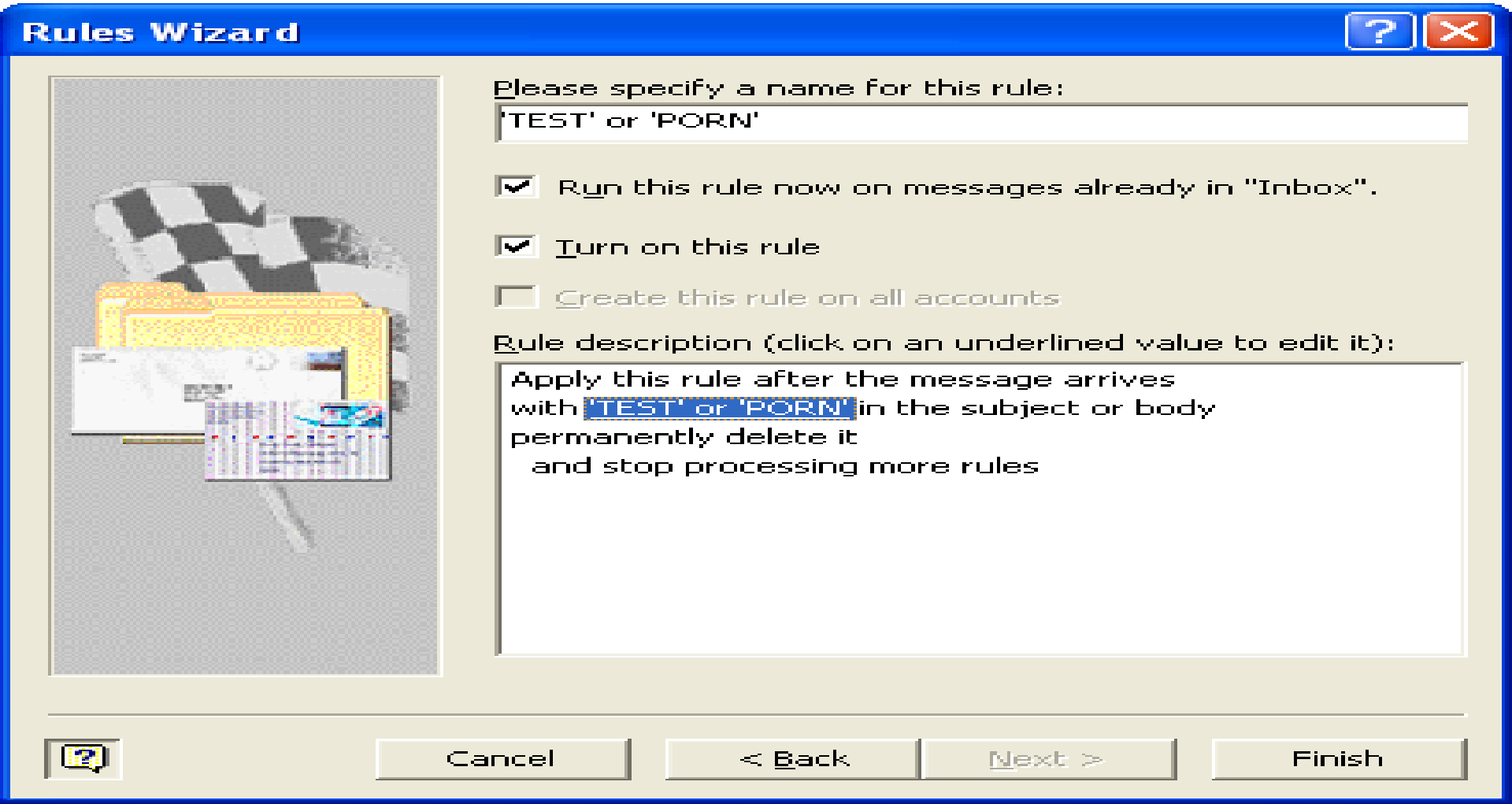
When you get to the ‘What do you want to do with the message?’ box, click on ‘permanently delete it.’


Rules Wizard
What do you want to do with the message?
stop processing more rules
move it to the specified folder
assign it to the category category
notify me using a specific message
delete it
permanently delete it
move a copy to the specified folder
forward it to people or distribution list
forward it to people or distribut... as an attachment
redirect it to people or distribution list
have server reply using a specific message
reply using a specific template
Rule description (click on an underlined value to edit it):
Apply this rule after the message arrives
with 'TEST' or 'PORN' in the subject or body
permanently delete it
and stop processing more rules
Cancel
< Back
Next >
Finish

Add any exceptions if needed. Then click next.


Rules Wizard
Add any exceptions (if necessary):
except if from people or distribution list
except if the subject contains specific words
except through the specified account
except if sent only to me
except where my name is in the To box
except if it is marked as importance
except if it is marked as sensitivity
except if it is flagged for action
except where my name is in the Cc box
except if my name is in the To or Cc box
except where my name is not in the To box
except if sent to people or distribution list
Rule description (click on an underlined value to edit it):
Apply this rule after the message arrives
with 'TEST' or 'PORN' in the subject or body
permanently delete it
and stop processing more rules
Cancel
< Back
Next >
Finish

Make sure all of the boxes are checked and click finish. You should be set after this step.


Rules Wizard
Please specify a name for this rule:
'TEST' or 'PORN'
Run this rule now on messages already in "Inbox".
Turn on this rule
Create this rule on all accounts
Rule description (click on an underlined value to edit it):
Apply this rule after the message arrives
with 'TEST' or 'PORN' in the subject or body
permanently delete it
and stop processing more rules
Cancel
< Back
Next >
Finish